Information Technology Planning Handbook

Introduction

State of Montana information technology planning centers around four documents:

- Agency Biennial Information Technology Report – Evaluates progress towards the Agency Information Technology Plan
- Agency Information Technology Plan – Establishes an agency's direction for information technology
- State Biennial Report for Information Technology – Evaluates progress towards the State Strategic Plan for Information Technology
- State Strategic Plan for Information Technology – Establishes a statewide direction for information technology

The entire planning cycle repeats every two years. Mulitple sources contribute to the development of each document. Each person or group involved in the planning process must fulfill their role at a specific time to not overburden any other person.

Deadlines

Every Year

June 30
Agencies update their information technology inventories in the Enterprise Information Technology Inventory Database: http://mine.mt.gov/EnterpriseITInventory/.

Odd-numbered years

June 30
Agencies submit their updated Agency Information Technology Plan to the CIO.

July 30
The CIO reviews and approves updates to Agency Information Technology Plans.

August 30
The CIO presents a draft of the state IT goals and objectives to the Information Technology Board (ITB).

October 31
The CIO presents a preliminary draft of the State Strategic Plan for Information Technology to the ITB.

December 31

The CIO presents a final draft State Strategic Plan for Information Technology to the ITB.

Even-numbered years

March 1

The CIO sends the final draft of the State Strategic Plan for Information Technology to the Governor.

March 1

The CIO distributes the forms and provides guidance for agencies to submit their Agency Information Technology Plans.

April 1

The CIO publishes the State Strategic Plan for Information Technology.

May 1

Agencies submit their Agency Information Technology Plans to the CIO.

June 30

The CIO approves the Agency Information Technology Plans.

August 31

Agencies submit their Agency Biennial Information Technology Report

December 31

The CIO publishes the State Biennial Report for Information Technology.

Responsibilities

Agency Responsibilities

General
- Agencies update their information technology inventory in the Enterprise Inventory Database.

Agency Biennial Information Technology Report
- Agencies prepare and submit an Agency Biennial Information Technology Report, evaluating progress toward the objectives stated in the Agency Information Technology Plan.

Agency Information Technology Plan
- Agencies develop and maintain Agency Information Technology Plans.
  - The Agency Information Technology Plan reflects the content and format requirements specified in 2-17-524, MCA.

- An Agency's Information Technology Plan projects activities and costs over a 6-year time period, consisting of the biennium during which the plan is written or updated and the 2 subsequent biennia.
  NB: New investments in information technology may be included in the Governor's budget only if the project is contained in the Agency Information Technology Plan.
- Agencies update their Agency Information Technology Plans with the CIO.

State Biennial Report for Information Technology
  NA

State Strategic Plan for Information Technology
  NA

State CIO Responsibilities

General
- The CIO evaluates budget requests that include information technology resources.

Agency Biennial Information Technology Report
  NA

Agency Information Technology Plan
- The CIO gives guidance on the construction of Agency Information Technology Plan.
- The CIO reviews and approves Agency' Information Technology Plans.

State Biennial Report for Information Technology
- The CIO drafts and publishes the State Biennial Report for Information Technology.

State Strategic Plan for Information Technology
- The CIO drafts state IT strategic goals and objectives.
- The CIO publishes and administers the State Strategic Plan for Information Technology.

Timeline

January – March of each odd-numbered year
The CIO gathers information on information technology trends from various sources, such as:

- The National Association of State Chief Information Officers;
- State agencies; and
- Areas within DOA/State Information Technology Services Division (SITSD) including Customer Relations Project Management and Security.

April – June of each odd-numbered year

The CIO solicits recommendations for statewide strategic level goals and objectives for information technology.

May – June of each odd-numbered year

Agencies update their Agency Information Technology Plans as necessary and submit the updated version to the CIO for review and approval.

- Note: An Agency may update its Agency Information Technology Plan at any time changes occur. Agency Information Technology Plan updates should not be held until the next biennial reporting cycle.

June 30 of each odd-numbered year

Agencies update their information technology inventories in the Enterprise Information Technology Inventory Database: http://mine.mt.gov/EnterpriseITInventory/.

July of each odd-numbered year

The CIO reviews and approves updates to Agency Information Technology Plans.

August of each odd-numbered year

The CIO drafts statewide information technology goals and objectives and presents these to the ITB for comment.

September – October of each odd-numbered year

The CIO drafts the State Strategic Plan for Information Technology.

October – November of each odd-numbered year

The CIO solicits comments and advice from the ITB regarding the State Strategic Plan for Information Technology draft.

December of each odd-numbered year

The CIO produces a State Strategic Plan for Information Technology final draft and provides it to the ITB and agencies.

December of each odd-numbered year

The CIO solicits input from the Information Technology Managers Council (ITMC) regarding the forms and formats for the Agency Information Technology Plans.

January – February of each even-numbered year

The CIO drafts the forms and formats for agencies to use to develop their Agency Information Technology Plans.

March 1 of each even-numbered year

The CIO sends the State Strategic Plan for Information Technology final draft to the Governor and the Legislature.

March of each even-numbered year

The CIO distributes the forms and formats to be used by agencies for developing and submitting their Agency Information Technology Plans.

March – May of each even-numbered year

Agencies develop their Agency Information Technology Plans and submit them to the CIO using the forms and formats previously distributed by the CIO.

April 1 of each even-numbered year

The CIO publishes the State Strategic Plan for Information Technology.

May of each even-numbered year

The CIO solicits input from the ITMC regarding the form and content for Agency Biennial Information Technology Reports.

May – June of each even-numbered year

The CIO reviews the Agency Information Technology Plans. During the review period, agencies may be asked to make clarifications or adjustments to items within their plans.

June – July of each even-numbered year

The CIO updates SITSD's work plan based on agencies' projected requirements.

June 30 of each even-numbered year

Agencies update their information technology inventories in the Enterprise Information Technology Inventory Database: http://mine.mt.gov/EnterpriseITInventory/.

June 30 of each even-numbered year

The CIO approves the Agency Information Technology Plans. The CIO sends a letter of approval to each agency director. Approved Agency Information Technology Plans are posted at: http://sitsd.mt.gov/stratplan/.

June of each even-numbered year

The CIO distributes the forms and formats to be used by agencies for preparing and submitting their Agency Biennial Information Technology Reports. This information is published at: http://itsd.mt.gov/stratplan/default.mcpx

July – September of each even-numbered year

The CIO coordinates with Office of Budget and Program Planning to prepare a statewide summary of information technology projects.

July - August of each even-numbered year

Each agency prepares and submits to the CIO an Agency Biennial Information Technology Report that evaluates progress toward the goals and objectives over the previous biennium as described in its previous Agency Information Technology Plan. The CIO publishes Agency Biennial Information Technology Reports at: http://sitsd.mt.gov/stratplan/ .

October – November of each even-numbered year

The CIO drafts the State Biennial Report for Information Technology using input from Agency Biennial Information Technology Reports.

December of each even-numbered year

The CIO publishes the State Biennial Report for Information Technology and delivers it to the Legislature. The report will also be published at: http://sitsd.mt.gov/stratplan/ .